



SKOLA English in Exeter

Health and Safety on the Social Programme and Excursions

Emergency procedures

Leaders in charge of participants during a social or excursion have a duty of care to make sure that the participants are safe and healthy. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation. Emergency procedures are an essential part of planning an event.

If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty
- inform the emergency services and everyone who needs to know of the incident

Preparation: Before the social or excursion, the activity leader should complete a Risk Assessment Form, appropriate to the activity. These are found in the Staff Room. Make sure to assess any risks, note a meeting place and time, and take names of every attendee. Take phone numbers of all under-18-year-olds, and make sure all attendees have the Skola Emergency Number. Keep the Risk Assessment Form with you, and return it to the school file at the end of the activity.

Who will take charge in an emergency? The activity leader normally takes charge in an emergency and would need to ensure that emergency procedures are in place. The activity leader should liaise with the representative of the tour operator if one is being used.

Pre-arranged home based contact. Emergency Skola Mobile Number: 07828 145328 The contact's main responsibility is to link the group with the school and the families of the students concerned and to provide assistance as necessary. The contact should have all the necessary information about the visit.

Emergency procedures framework

All those involved in the event should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency

First Aid: Sandy Salisbury and Gillian Baumgartner are First Aid qualified.

Emergency procedures framework during the event

If an emergency occurs during the event the main factors for leaders to consider include the need to:

- establish the nature and extent of the emergency as quickly as possible
- ensure that all the group are safe and looked after
- establish the names of any casualties and get immediate medical attention for them
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
- ensure that a responsible adult accompanies casualties to hospital and that the leader ensures the rest of the group are able to return home safely
- notify the police if necessary
- inform the home base contact. The home base contact number should be accessible at all times during the visit
- collect details of the incident to pass on to the establishment, which should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far, including where casualties have been taken; action yet to be taken (and by whom)
- notify insurers, especially if medical assistance is required (this may be done by the home base contact)
- notify the provider/tour operator (this may be done by the home base contact)
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate
- ensure that, although group members may wish to reassure parents etc individually, they are discouraged from making direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home
- ensure that nobody in the group discusses legal liability with other parties.

Emergency procedures framework for home base

. The main factors for the base contact to consider include the need to:

- ensure that the activity leader is in control of the emergency and establish if any assistance is required from the home base or local authority;
- contact next of kin
- report the incident using appropriate forms, if necessary. Some incidents are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*. See Health and Safety Policy.